

Strand# 1: Societal / Ethical Issues

Skills	Curr. Obj.	Activity Description	Date
Can My Students...			
Define the Glossary terms for Societal/Ethical Issues	Varies		
Discuss how technology has changed the way society handles information.	1.01		
State the responsibilities we need to be aware of when using the internet	1.02 1.03		
List tools and strategies used to keep safe when using the internet (i.e electronic security, privacy laws)	1.05 1.06		
Discuss when and how we can use information, images, video, music and other copyrighted information	1.04		
List occupations that use computers and technology	1.07		

Strand# 2: Database

Skills	Curr. Obj.	Activity Description	Date
Can My Students...			
Define the Glossary terms for Database	Varies		
Discuss how databases are used in society and why they are beneficial.	1.08		
Search a prepared database using keywords to locate information	2.01		
Sort a prepared database in either ascending or descending order to locate information	2.01		
Filter records from a prepared database using two or more criteria to locate information	3.01		
Use Prepared databases to answer questions on curriculum topics.	3.02		
Open a new database and create fields	2.03		
Enter Records of information into data fields in a database	2.03		
Create a citation of information from a database	2.02		

Strand# 3: Spreadsheet

Skills	Curr. Obj.	Activity Description	Date
Can My Students...			
Define the Glossary terms for Spreadsheet	Varies		
Discuss how Spreadsheets are used in society to calculate and represent data and why they are beneficial.	1.09		
Understand how spreadsheets can help with calculations and data.	2.04		
Enter information into a prepared spreadsheet to change data and solve problems.	3.03 3.05		
Add Data and Formulas in a spreadsheet to Perform Calculations.	2.05		
Create a spreadsheet to perform calculations on data from a curricular topic	2.06		
Create a citation for copyrighted data used in a spreadsheet	3.04		

Strand# 4: Word Processing / Keyboarding / Desktop Publishing (DTP)

Skills	Curr. Obj.	Activity Description	Date
Can My Students...			
Define the Glossary terms for Word Processing / Keyboarding / DTP	Varies		
State advantages and disadvantages to using a word processor	1.10		
Open a new document, begin typing, save in a specific folder and print the document and exit the program	2.07		
Set a document to either portrait or landscape	2.07		
Maneuver in a document using the cursor and scrollbars	Varies		
Edit a document by highlighting text, changing font settings, copy, cut and paste text	2.10		
Switch between two documents or applications to copy and paste text	2.07		
Key sentences and paragraphs into a word processing document with speed and accuracy. Key using the Home Row Position without looking at the keys	2.08		
Insert data from a spreadsheet or database into a word processing document	2.09		
Import a digital image into a word processing document and crop and resize it	2.07		
Create a citation for copyrighted data and/or images used in a word processing document	1.11		

Strand# 5: Multimedia/Presentation

Skills	Curr. Obj.	Activity Description	Date
Can My Students...			
Define the Glossary terms for Multimedia	Varies		
Understand how multimedia (Text with Images, Video and Sound) can enhance a curriculum project	1.12		
Use Storyboards to Plan a multimedia project.	1.13		
Develop a presentation using Text, Images, Movies and Sound to present information on a curriculum topic.	2.11		
Understand ethical guidelines for using copyrighted material by creating citations and noting credit for images and other media used throughout a multimedia presentation	1.14 3.06		
Develop and use a rubric to evaluate multimedia presentations	2.12		

Strand# 6: Telecommunications/Internet

Skills	Curr. Obj.	Activity Description	Date
Can My Students...			
Define the Glossary terms for Telecommunications/Internet	Varies 1.15		
Use Search Strategies and at least two criteria to find information on the Internet.	2.13		
Understand the rules of safety when using the internet	2.14		
Use evaluation tools to evaluate websites for curriculum content research	2.15 3.07		
Understand different ways to communicate via internet (e-mail, chat, video or web conferencing	2.16		